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CONGRESS OF THE UNITED STATES
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COMMITTEE ON INTERNAL SECURITY
WASHINGTON, D.C. 20515

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March 30, 1971

Honorable Richard Helms
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

It is anticipated that conversion of the committee's card index to a mechanized filing system, about which I advised you in my letter of March 18, will be completed on schedule, by March 31.

For your guidance in adapting to our new procedures for name checks, I am enclosing an outline of the service to be provided.

It is our intention to evaluate these procedures for at least the next 60 days. It may be necessary at a later date to alter our plans to fit specific needs of the committee and/or the departments and agencies. Should it not be feasible to follow the procedures exactly as described, you will be notified of any change.

Please advise if you have any suggestion as to how we may serve you better within our limitations. We are pleased to be able to be of assistance to you. Your cooperation is indeed appreciated.

Sincerely yours,



Donald G. Sanders
Chief Counsel

Enclosure


SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED

CONFIDENTIAL

SECRET


OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	 DS/PS	4/2/71	12
2		4/6/71	SE
3		4/7/71	dr
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Attached is apparently a followup to the earlier letter of same subject. May we consider that whatever action is necessary will be taken, that no reply is necessary, and that you will advise us of any problem areas you foresee?

Yes you may.

ADD S/DO S/OS
4/6/71

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

OLC

2 Apr 71

UNCLASSIFIED

CONFIDENTIAL

SECRET

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	The Director	31 MAR 1977	MA
2	Mr. Maury		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
UNCLASSIFIED	CONFIDENTIAL	SECRET	

Procedures to be Followed by Departments and Agencies of the Federal Government
Requesting Information from the House Committee on Internal Security

1. Submit a typewritten, alphabetical, double-spaced list for name checks. The list is to be prepared in duplicate, aligned and stapled, with carbon paper between original and copy.

If it would be helpful to your agent in identifying a name with a case, you may include a case number for each name on the list. Additional information (such as date and place of birth) may be included if it serves your purpose.

Name variations which you wish checked must be included in your list.

2. Your list may be submitted by mail, or it may be brought in by an authorized agent. If submitted by mail, it should be addressed to

Anniel Cunningham
Chief, Files & Reference Section
House Committee on Internal Security
304 Cannon House Office Building
Washington, D. C. 20515

If the search is routine, the list will be returned by mail unless you request otherwise. Please enclose a self-addressed envelope for return by mail.

Whether or not your list is routine, should you wish to be notified as soon as the check is completed, mark your list "Phone," and include the name and phone number of the person to be called. If the results are negative, you may wish to have your list returned by mail.

If your need is urgent, and your list contains no more than 6 names, your agent may bring the list in and wait for the results.

Extremely urgent requests may be made by phone (call Mrs. Cunningham, 225-7760), but these will be limited to 2 names for any department or agency in one day. If results are positive, it may be necessary to send your agent to examine the cards.

3. On each visit, agents must present their credentials and register their name, department or agency, and arrival and departure time.

Agents may be admitted to the card index room Monday through Thursday, between 9:00 a.m. and 4:30 p.m. They are to enter at Room 304 Cannon House Office Building, where they will register before being admitted to the card index room (305). They will have no access to any part of the files or to Files & Reference Section personnel other than that required to gain entrance to Room 305. There will be no direct entrance to, or exit from, Room 305. Agents should not visit other sections of the committee unless their official business requires it, in which case they are to make arrangements through the Files & Reference Section.

Approved For Release 2002/01/22 : CIA-RDP73B00296R000100080010-2

4. The committee file clerk will mark your list to indicate the results of her check. The original will be returned to you, and the copy will be retained in committee files.

Positive results on any name will be indicated by a red check mark in the margin to the left of the name. Negative results for an entire list will be indicated by "NI" in red at the top of the list. If the results are positive, you may send your agent to examine the cards pulled. They will be held out for one week only, and if in that time no one has come in to examine them, they will be returned to files.

The committee file clerk will make no attempt to determine whether any card found pertains to your subject. She will simply pull any card bearing the name shown on your list, and your agent will be responsible for determining identity. As indicated in section 1, the committee file clerk will assume no responsibility for checking any name variation which is not specified on your list.

5. Immediately after examining cards, the agent should place them in alphabetical order in file drawers provided for the purpose. This will facilitate the return of the cards to the main index cabinets, and will keep them readily available to our staff should they be needed before they are returned to their proper place.

Should your agent wish to copy cards, a Thermo-Fax machine is available; however, the committee does not provide copy paper for the machine. It is suggested that your agent carry a supply of Thermo-Fax copy paper and a screen carrier in his case when he comes in to examine cards.

The committee does not furnish the source material described on the index cards to departments and agencies. The index cards are made available as lead information only.